

Lunch Ordering through a web browser on a computer

FACTS SIS does not support Internet Explorer.

Log in to FACTS Family Portal using your existing FACTS credentials. The quickest way to get to the Family Portal is to go to our website (www.phps.org) and click on the **Family Portal icon** you'll find at the top of any page. Our district code is PH-TX.



After logging in, click on **Student**.

Then click on **Lunch**.

Click on **Create Web Order** to start your lunch order.

A screenshot of the FACTS Family Portal interface. At the top, there is a navigation bar with links: ABOUT, ADMISSIONS, ACADEMICS, CALENDARS, PARENT INFO, SUPPORT PHPS, and CONTACT US. Below this is a header for Preston Hollow Presbyterian School 2020-2021. The main content area is titled 'Family Portal' and shows a student profile for 'Marlowe'. A red circle highlights the '+ CREATE WEB ORDER' button. Below the student name, there is a calendar for the week of 10/1/2020. The calendar shows days from Sun to Sat with dates 27, 28, 29, 30, 1, 2, and 3. A legend indicates that red items are ordered but not yet paid for, and blue items are ordered and paid for. The left sidebar contains navigation options: School, Student, Lunch, Family, Apply / Enroll, and Resources. The 'Student' and 'Lunch' options are highlighted with a red arrow pointing from the text instructions.

Enter the quantity you want for each item.

Scroll down to the bottom of the page to see a **Grand Total**.
Click on **Order Items** to proceed to the payment screen.

Note: If an order for an item has been processed, you will not be able to change that item.

Grand Total 11.50

Order Items

 Lunch Ordering

Display Type: Classic Collapsible

Lunch Ordering for Marlowe

Note: If an order for an item has been processed, you will not be able to change that item.

LUNCH ITEM	PRICE	QTY	TOTAL
Lunch Items for Friday 10/16/2020			
Fried 8pc Chick Fil A nuggets, bag of waffle potato chips	5.75	1	5.75
Fried Chick Fil A sandwich, bag of waffle potato chips	5.75		0.00
Grilled 8pc (gluten free) Chick Fil A nuggets, bag of waffle potato chips	5.75		0.00
Sub Total for Friday 10/16/2020			5.75
Lunch Items for Friday 10/23/2020			
Fried 8pc Chick Fil A nuggets, bag of waffle potato chips	5.75		0.00
Fried Chick Fil A sandwich, bag of waffle potato chips	5.75		0.00
Grilled 8pc (gluten free) Chick Fil A nuggets, bag of waffle potato chips	5.75		0.00
Sub Total for Friday 10/23/2020			0.00
Lunch Items for Friday 10/30/2020			
Fried 8pc Chick Fil A nuggets, bag of waffle potato chips	5.75		0.00
Fried Chick Fil A sandwich, bag of waffle potato chips	5.75		0.00
Grilled 8pc (gluten free) Chick Fil A nuggets, bag of waffle potato chips	5.75		0.00
Sub Total for Friday 10/30/2020			0.00
Total for Marlowe:			5.75

The screenshot shows a web browser window titled "Lunch Ordering". At the top, it states "Total value of unprocessed ordered items is \$ 11.50". Below this is a grey header with the text "Online Lunch Payment". Underneath the header, it says "Please Provide Payment Information:". There are two main sections: "You will pay \$11.50" and "Payment Information". The "Payment Information" section includes a "Billing Name" field with an asterisk, and two radio buttons for "Bank Account" and "Credit Card". A "Submit" button is located at the bottom of the form. At the very bottom of the page, it says "We are located in the U.S." and "Privacy & Security".

In the payment window, complete the required information. Your payment options are 1) **e-check** (ACH transfer) through your bank account or 2) **credit card**-Mastercard, Discover Card or American Express. No debit cards accepted.

Click Submit.

Important Note: Once an order has been processed, you cannot make changes to that order. If you forgot to order an item, you can create a new web order. There is no way to remove items if an order has been processed.

After placing your order, go back to the lunch window. Be sure the calendar showing the month for which you just ordered is showing.

You want to be sure the items you ordered are in **Blue**.

If they are **Red**, you **did not** submit your payment and no lunches have been ordered for your child.

You'll need to click on Create Web Order and get back to the payment screen. You won't have to select the items you want again.

If you have any problems with ordering, be sure to call the office, 214-368-3886, before the ordering deadline and we'll be glad to help you.